

Job Description – Playleader for Munchkins ASC based at Wicklea Academy, Brislington.

Job Purpose: To be responsible for the day-to-day organisation of the out of school childcare setting. To develop and maintain a safe and stimulating play setting and to encourage child centred play.

Responsible to: The Manager.

Job Details: Monday – Thursday 3:10pm-6.10pm & Friday 3pm – 6pm. Term Time only.
The Playleader would also need to be flexible to do admin, shopping, planning, etc for approx. up to an extra 2.5 hours a week. The setting is independent of but set within the school.
£10 - £11 per hour based on experience and qualifications, plus holiday pay.
Start date: January 2021 – exact date can be discussed based on your availability and we would ideally like you to have some training prior to your start date.

Main duties and responsibilities:

- To have overall responsibility for the day to day running of the setting.
- To manage, support and supervise other staff and volunteers.
- To lead, develop and encourage good team working.
- To show initiative, self-motivation and be active in constantly improving the environment and experience for children and staff and creating a positive, rich and safe environment for all.
- To enable children to engage in a range of play opportunities allowing for safe risks and challenges.
- To develop and maintain positive relationships with children, families and team members.
- To be responsible for children's safety and wellbeing at all times during attendance at the play setting.
- To ensure that the play environment, including equipment and resources, is prepared and ready in time for the arrival of children
- To use observation, reflective practice and regular team meetings to assess and plan for the individual play needs and development of the children.
- To lead, support and develop a play environment which is inclusive for all and recognises and encourages diversity.
- To develop and maintain administrative systems in line with statutory requirements. e.g. print attendance registers, ensuring all paperwork is up-to-date, etc.
- To work within an agreed budget when planning activities, ordering and purchasing equipment, consumables and materials.
- To develop and implement policies and procedures in conjunction with the management.
- To develop and maintain links with other relevant organisations.
- To attend relevant meetings, necessary training and catch-ups with the manager.

- To undertake any other duties as reasonably directed by the management.

Person Specification - Playleader

	Essential	Desirable
Training & Qualifications	1. A full and relevant level 3 qualification in play, childcare or similar is preferred, or experience of providing care for children at a supervisory level.	14. A Paediatric First Aid Certificate (12 hour course)
		15. Driving licence
Experience	2. 2 years relevant experience of working with 4 – 12 year olds	16. Experience of supervising staff
	3. Experience of providing play opportunities for children in a play setting.	17. Safeguarding training
	4. Experience of developing and using administrative systems	18. Budgeting & handling cash
	5. Experience of managing and organising own workload	19. ICT Skills
Knowledge & Abilities	6. Knowledge of Ofsted requirements, the EYFS and other quality indicators e.g. Bristol Standard	20. Knowledge of the Playwork Principles
	7. Sufficient understanding and use of English	21. DBS on the update system
	8. Knowledge of policies and procedures needed to maintain a safe and successful play setting and ability to develop and implement them.	22. Understanding of the play process and how to support children in their play
	9. Ability to work as a team member and supervise others	23. Food Hygiene certificate
	10. Ability to plan, provide and evaluate a wide range of play opportunities that meet individual children's needs.	24. Art /craft / games /sport skills
	11. Ability to be a reflective practitioner in order to develop your own and your team's practice.	25. Safeguarding Training including Prevent Duty and FGM
	12. Ability to communicate effectively with all children, staff and families	
	13. Ability to support and develop a play environment which is inclusive for all and encourages diversity.	

Closing date for applications: ASAP or until the right candidate is found

Interviews will be held on a rolling basis as and when appropriate applications come in.

For further information please contact Fay at fay@munchkinschildcare.co.uk and/or call 07384 362086